

keep chipping away -

DD/A Registry

700 200-9

STAT

27 September 1974

Blake

NOTE FOR: Mr. McMahon

SUBJECT : Retroactive Pay--Status Report

Registry

10/10

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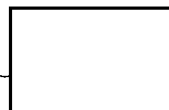
1. On 27 September 1974, I again met with [redacted] to cover the retroactive pay issue relative to former employees. [redacted] provided the attached report, which pretty much indicates that 750, mostly CIARDS cases, have been taken care of, but there remains a problem in obtaining confirmed current address information on 1,700 cases. It was agreed that (a) OP would send out letters; and (b) OP would contact the Civil Service Commission in order to expedite and double-check this.

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2. Paragraph 4 is somewhat interesting in terms of reflecting the unhappiness of some former employees, and this dovetails to some extent with the hostile tone of two recent letters to the DCI--one from [redacted] a former OP employee. Both Ben and Warren seem to feel that we are ahead of most other Government agencies on this program--and I have been pushing the public relations factor. I will continue to monitor developments next week.



25X

Atts

OF Status report re subject + DD/A 74-3737

RETROACTIVE PAY

Executive Order 11777 for October 72 - January 73

1. Eligible employees currently on duty were paid 30 August 1974.
2. Retired, resigned and separated employees are now being paid as follows:

750 paid 27 September 1974 - These are primarily CIARDS annuitants (we have current address for CIARDS retirees) and a few cases where former employees provided us a current mailing address.

Approximately 1700 cases will be paid as current address of employee is verified. Agency locator file not updated for former employees and they are all over. Next week a form letter requesting current address verification will be sent by Office of Personnel to last known address of these people. U. S. Treasury guidelines call for verification of address before payment sent. This procedure joint effort of Personnel, Finance, Cover and Commercial Staff and Office of Joint Computer Support and this has been a slow process. Non-descript letter to each employee requesting verification by return mail will verify address for check mailing and later issuance of tax documents.

25X1

Manual and computer-assisted computation of retroactive salary due former employees requires approximately 30 minutes per

case. Compensation and Tax Division has completed (on an overtime basis in midst of renovations) 850 pay computations for employees awaiting address confirmation. The balance of the pay computations (another 850) will be completed in the next week to ten days and will also be ready for payment as confirmed addresses are received and the payments are inserted into the next pay cycle. Address confirmed promptly upon receipt of our letter will be paid by 8 November 1974.

3. Adjustments of annuities will also be required for retired personnel. These adjustments will normally be small. CIARDS annuitants will receive the adjusted annuity for October paid 1 November 1974 or for November paid 1 December 1974. CIARDS annuities are computed and paid by Compensation and Tax Division. Civil Service annuitants will receive revised annuities following CSC recomputation and it is probable this will not be effected before the January payments.
4. FYI, I have talked to a few separated employees via phone concerning timing of payments and their initial reaction has almost always been hostile about what CIA (e.g. Schlesinger, Colby, et.al.) had done to them and why are we continuing to persecute by delaying payment, etc. After my patient explanation of timing, work involved, etc.; their reaction changed to a reasonable one. I suspect some of the Agency's complaint mail is based more on ill will in general waiting for any target to vent it upon.

~~SECRET~~

SUBJECT: Activity Report - Office of Finance

25X1

c. 1974 Federal Salary Increase. We have forwarded to the Regulations Control Branch for coordination and publication proposed Headquarters Notices to announce the initial pay dates for the new salary increase which will become effective 13 October 1974. We have also provided the necessary Work Order to the Office of Joint Computer Support to provide for the adjustments needed in the payroll system to effect accurate and timely payments at the new rates of pay.

d. Retroactive Pay. Approximately 800 retired and separated employees received their retroactive pay for the October 1972 -- January 1973 entitlements in the pay checks due today. Payments are being made to former employees for whom we have confirmed current mailing addresses. We are completing coordination with Office of Personnel, Cover and Commercial Staff and Office of Joint Computer Support in sending letters to the last address of record to all former employees other than CIARDS retirees who have not yet provided a current mailing address, and this letter will be forwarded next week. We are now completing the manual processing involved in computing these retroactive pay entitlements and payments will be made in the pay cycle following receipt of a confirmed current mailing address.

e. Payroll System Testing. Biweekly payroll system changes representing a series of system refinements scheduled for implementation for Pay Period 21 have been deferred to permit correction of system problems uncovered in the joint OJCS and Office of Finance testing of these changes. It is expected OJCS will complete required corrections to permit further testing and verification of accuracy for implementation in Pay Period 22 or 23.

25X1



~~SECRET~~

STAT

- for briefing

Registry

Should come
up for discuss
on Friday

Director of Personnel

AT

Please assume direct action responsibility on this one, coordinating with the Office of Finance, as you consider appropriate. We would appreciate receiving a copy of your response, and comments on the case--especially if there is a developing trend on criticism re retroactive pay for retirees.

Suspense: 3 October 1974.

13/D
LJD

Att: DD/A 74-3737

STAT

Executive Officer to the DD/A

25 Sep 74

STAT

EO-DD/A [] kmg (25 Sep 74)

Distribution:

Orig RS - Adse w/O of Att

~~X~~ - DD/A Subject w/cy of Att

1 - DD/A Chrono

DD/A 74-3737: Ltr dtd 23 Sep 74 to DCI fr [] re retroactive pay

STAT

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	S/MC				
4	DDS&T				
5	DDI				
6	DDM&S	✓			
7	DDO				
8	D/DCI/IC				
9	D/DCI/NIO				
10	OGC				
11	OLC				
12	IG				
13	Compt				
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI				
18	AO/DCI				
19					
20					
21					
22					
SUSPENSE		Date			

Remarks:

*Urgent response by you
of D/Pers, pls.*

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SECRET

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SUBJECT: Activity Report - Office of Finance

b. Training. Mr. Yale will make opening remarks to the students attending the Survey of Financial Management course which is the first of a series of four courses to be offered at various times during the September-December 1974 period for the purpose of enhancing general understanding and comprehension of Agency accounting and reporting procedures and budget formulation and execution. Mr. Yale will also address the group later in the week on the subject, "Accounting for Resources Use".

c. Retroactive Pay. Compensation and Tax Division representatives will meet with Office of Personnel representatives to firm up plans for mailing address confirmation requests to non-CIARDS former Agency employees entitled to retroactive pay during the period October 1972 - January 1973. The preparation and mailing of checks for these employees will be accomplished as rapidly as confirmed addresses are received.

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Thomas B. Yale
Director of Finance

In 9/26/74 I briefed the DPA & the ADDA on the [redacted] letter. Suggesting I scheduled a quick meeting with D/OP, D/GS, and D/OF on this. The main point was that there is a serious problem coming up with correct addresses. There is a CIARDS non-CIARDS distinction. It was agreed that D/OF would run with the ball in preparing a report by Friday - 27 Sept. GS goes to press by then. They are on a pay period basis. OP has the same problem. They had re-alignment day (which was limited to the Wash area). If any case, we cannot send out notices if we do not have the addresses.

SECRET

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED	CONFIDENTIAL	SECRET
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STAT OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[Redacted]	10/3	AA
2	Mr. McMahon		[Signature]
3	[Redacted]	10/6	WD
4	Registry		
5	STAT		
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

1-2 - I have attached some of the background on this.

A No-win Proposition

[Signature]

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE

TRANSMITTAL SLIP		DATE 2 OCT 1974
TO: DDA		
ROOM NO. []	BUILDING Hqs.	
REMARKS: STAT I believe the reply to [] is also responsive to the DDA's request for comments on the case. [] F. W. M. Janney STAT		
FROM: Director of Personnel STAT		
ROOM NO. []	BUILDING Hqs	EXTENSION []

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

4430/77

DD/A 74-3867

2 OCT 1974

DD/A Registry

File Act-9

STAT



Thank you for your letter of 23 September 1974 concerning retroactive pay for October 1972 to January 1973. By now you should have received a check for \$282.31 for the net amount of this pay which amounted to \$392.00 before deductions. Your payment was made upon receipt of a confirmed mailing address, and we are now in the process of confirming addresses and paying all separated employees.

I have conducted a review of the circumstances described in your letter to determine whether there was any unjustifiable delay and wish to assure you that all payments have been and are being made as promptly as possible. What delay occurred was due to a massive computer-assisted manual processing effort that has required weeks of overtime. The first payments were made on 30 August to employees currently on board since their addresses were available.

This retroactive pay effort has been slow throughout the Government because the period covered dates back an extended time and information in a form for computer processing had been largely destroyed, thus necessitating recourse to the slower manual process.

Payroll information is now being forwarded to the Civil Service Commission to permit them to recompute the annuities of Civil Service retirees (you among them) whose "high three" must be increased slightly as the result of the retroactive payment. You will hear from the Commission in the future on this matter.

Sincerely,

A handwritten signature in ink, appearing to read "F. W. M. Janney".

F. W. M. Janney
Director of Personnel

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Director of Personnel [redacted]				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <p>Please assume direct action responsibility on this one, coordinating with the Office of Finance, as you consider appropriate. We would appreciate receiving a copy of your response, and comments on the case--especially if there is a developing trend on criticism re retroactive pay for retirees.</p> <p>Suspense: 3 October 1974.</p> <div style="text-align: right;"> <div style="border: 1px solid black; width: 50px; height: 30px; display: inline-block;"></div> LJD </div>					
Att: DD/A 74-3737					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Executive Officer to the DD/A [redacted]				25 Sep 74	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO. 237 Use previous editions
1-67

(40)

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UNCLASSIFIED	CONFIDENTIAL	SECRET
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EXECUTIVE SECRETARIAT

Routing Slip

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5	DDI				
6	DDM&S A	✓			
7	DDO				
8	D/DCI/IC				
9	D/DCI/NIO				
10	OGC				
11	OLC				
12	IG				
13	Compt				
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI				
18	AO/DCI				
19					
20					
21					
22					
SUSPENSE		Date			

Remarks:

*Must respond by you
on D/Pers file.*

STAT

3637 (3-74)

--

[Signature]
Date

27 September 1974

NOTE FOR: Mr. McMahon

SUBJECT : Retroactive Pay--Status Report

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

October 1974

Dear Former Employee:

Recent Federal legislation authorizes a correction of salary payment for Federal service performed during the period 1 October 1972 thru 6 January 1973. A review of our records indicates that your former employment with the Agency entitles you to receive a retroactive salary payment for service performed during the period noted. It is necessary that we have positive evidence of your current mailing address before mailing you a check for the amount due. For this reason, please complete the following and return this letter in the enclosed window envelope--the return mailing address is printed on the reverse side of this letter, no postage is required:

Full Name -

Social Security Number -

Home Address -

City -

State -

Zip Code

You should expect payment within four to six weeks of our receipt of your current address.

Sincerely yours,

F. W. M. Janney
Director of Personnel

Enclosure: Envelope

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Dear _____

Recent Federal legislation authorizes a correction of salary payment for service preformed during the period 1 October 1972 thru 6 January 1973. A review of our records indicates that your previous employment with an Agency of the Federal Government entitles you to receive a retroactive salary payment for service performed during the period noted. It is necessary that we have positive evidence of your current mailing address before mailing you a check for the amount due. For this reason, please complete the following and return this letter in the enclosed stamped and preaddressed envelope:

Full Name -
Social Security Number -
Home Address -
City -
State -
Zip Code -

You should expect payment within four to six weeks of our receipt of your current address

Sincerely,

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